



☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Administrative Assistant II	<i>Fiscal Policy and Administration Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	397-100-5358-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Secretary's Office	Stewart Knox
DIVISION:	SUPERVISOR'S CLASSIFICATION:
N/A	LWDA Undersecretary
BRANCH:	REVISION DATE:
N/A	9/30/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply:	
<input type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input checked="" type="checkbox"/> Call Center/Counter Environment
<input type="checkbox"/> May be Required to Work in Multiple Locations	<input type="checkbox"/> Requires Fingerprinting & Background Check
<input type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)
<input type="checkbox"/> Travel May be Required	<input type="checkbox"/> Other (<i>specify below in Description</i>)
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general direction of the Secretary and the Undersecretary of the Labor and Workforce Development Agency (LWDA), the incumbent performs office administrative and executive level duties in the Executive Office, which require independent judgment, analysis, political acumen, initiative, knowledge of agency policies, state and local government, the legislative process, good judgment, tact, diplomacy, and thorough knowledge of appropriate administrative practices, advising and relieving the Secretary and Undersecretary of administrative detail. The incumbent is delegated a high degree of responsibility for making recommendations to the administrator involving broad areas of policy formulation or complex administrative action and often are responsible for effecting such recommendations. The incumbent reports directly to the Secretary and Undersecretary.	
Percentage of Duties	Essential Functions
40%	Performs office administrative and executive level duties which require analysis and knowledge of agency policies, political acumen, initiative, good judgment, tact, diplomacy, and thorough knowledge of appropriate administrative practices. Prepares, or reviews, analyzes,

	and edits various administrative reports prior to public release either to the Legislature, Department of Labor, or other oversight entities. Makes recommendations to agency, department, and division heads regarding methods to strengthen office administrative processes and procedures. Independently gathers information and prepares materials and weekly/monthly reports for the Secretary's and/or Undersecretary's signature, including the Week/Month Ahead Report to the Governor's Office. Recommends installation of office policy and procedures. Researches, gathers, and summarizes information, typically on sensitive and confidential issues, such as reports from the California State Auditor. Prepares briefing and background information for meetings, conferences, speaking engagements and other events; develops meeting agendas and related materials. Prepares recommendations for the Secretary and Undersecretary in various areas of office policy formulation and areas of complex office functions with major consequences of error to policy or administrative action. May take meeting minutes and archive, as appropriate.
30%	Independently coordinates agency activities with the Governor's Office, Legislators, the Department of Finance and other State departments, unions, and citizens, requiring knowledge of a wide variety of high level of confidential and often sensitive issues. Reviews the contents of correspondence to the Secretary and/or Undersecretary, obtains background material from files or other agency or departmental staff, according to subject matter and priority. Reviews Secretary Action Requests (SAR) for compliance with established procedures, monitors SAR review and approval, and maintains files. Tracks project assignments to various levels within the agency through the LWDA tracking system. Prepares Governor's Office Action Requests (GOAR) summarizing actions requested by LWDA entities.
15%	Briefs the Secretary and Undersecretary daily, outlines commitments, deadlines, meetings, and appointments; and prepares daily itinerary for the Secretary and Undersecretary. Screens incoming calls and review incoming correspondence. Screens, tracks and monitors material for the Secretary's and Undersecretary's approval and/or signature. Prioritizes requests requiring a time commitment by the Secretary/Undersecretary and schedules appointments (internal and external); arranges meetings with agency, departmental, and State officials. Coordinates meetings on behalf of the Secretary and Undersecretary, including making all necessary arraignments (e.g., securing space/location; requesting and ensuring equipment is set up and functional; preparing and/or distributing agenda items, publishing meeting notes, and communicating with presenters. May serve as lead-person to Labor Agency subordinate staff; assists in the hiring process; assigns and reviews work; ensures that all support-related functions are processed timely and accurately and that the appropriate staff person handles items of a critical nature; provides feedback and suggestions to staff for work improvement; reviews and maintains work schedules; and, provides input to management on staff development and performance. Maintains record retention systems and chronological files. Coordinates travel plans, prepares itineraries, and makes accommodation arrangements; gathers travel documentation and prepares travel expense claims.
10%	Completes and performs special projects relative to agency-wide issues.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment

Civil Service Classification
Administrative Assistant II

Position Number
397-100-5358-976

Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input checked="" type="checkbox"/> Required to work in the lobby <input checked="" type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
N/A - May act as lead to other support staff.		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	HV	11/4/2022
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file